



Employee Self-Service

Video Tutorial

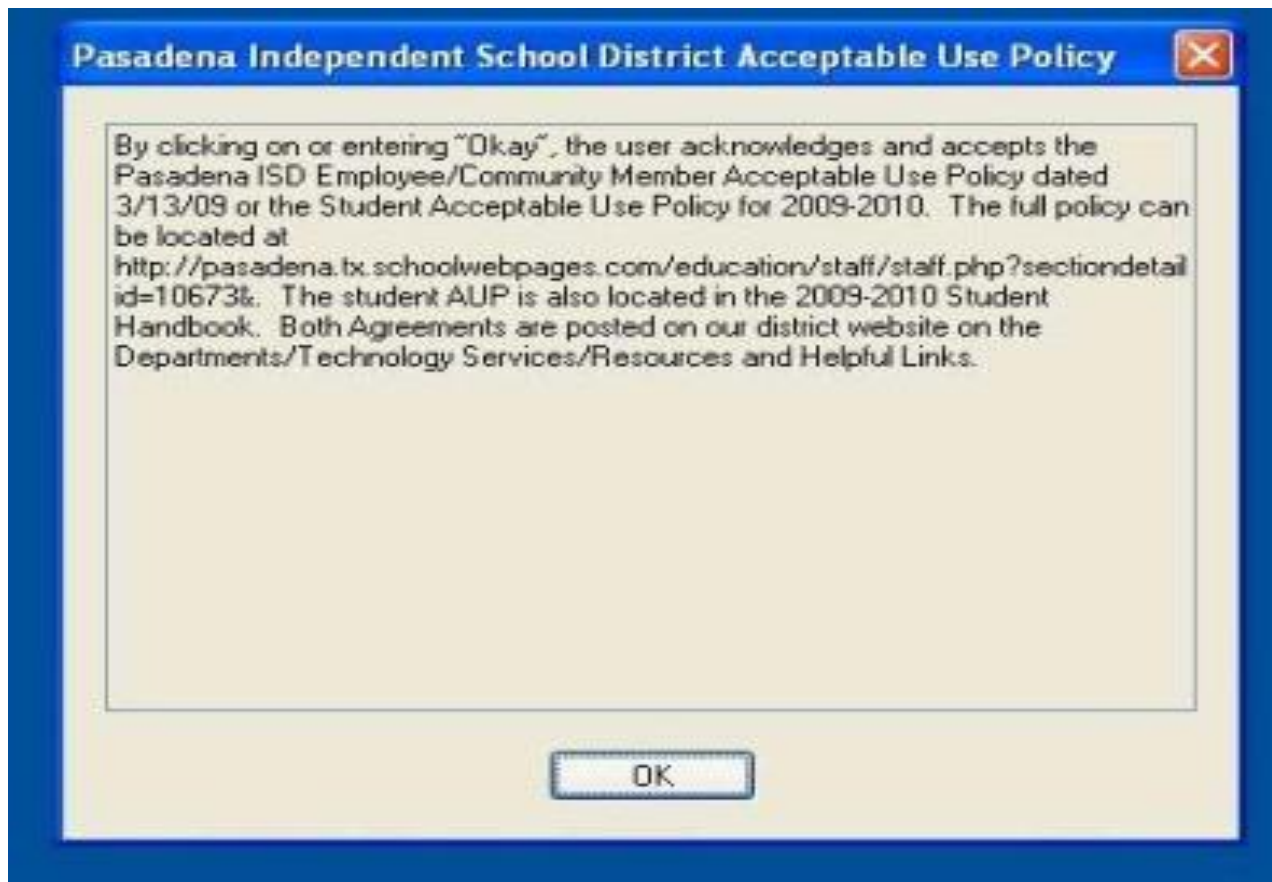
This tutorial is available on the district website under the Payroll Department

Before you Log-In

- ❖ The first thing you need to know is your log-in credentials. You will need your User Name and your Password.
Please contact the help desk at 713-740-0260 for log-in credential assistance.
- ❖ Once you have your User Name and Password you will need to log onto a district computer to create a personalized password. You must use a district computer for the first log-in.
- ❖ Turn on the computer and monitor.
- ❖ You should see a blue screen with a box that looks like this:



- The district's Internet Use Policy will appear each time that you log onto a district computer. You must click OK to continue to the log-in screen.



How to Log-In

The next screen is the log-in screen that looks like this:



The User Name is not case sensitive. The Password is case sensitive.

Remember: if you do not have your User Name and/or Password, you will need to contact the help desk at 713-740-0960.



- Once you have logged on you will be asked to create a personal password. The password has specific requirements: it must be a minimum of 6 characters, it must include capital letter, lowercase letter and number. Any combination of these requirements are acceptable.



After you have created a new password, you will open a new URL(uniform resource locator) also known as a browser address bar, or the Big Blue E on your desktop.



Once you have opened this, you will see the address bar below:



In this line, you will enter **PISDLAWSON**

The "PISD Employee Confidentiality Agreement" will be displayed. Please read and click the "I Agree" button to continue.



Employee Confidentiality Agreement

As an employee of the Pasadena Independent School District, I am aware that the data and materials to which I have access are to be treated in a professional and confidential manner. This information will be used only in the conduct of official internal business of my department or school and may not be disclosed to any third party.

NOTE: UserIDs and passwords may not be shared. Do not give your password to anyone. Violation will result in revocation of the account and notification to your supervisor Department Head.

I Agree

Each user will be required to enter their **user name** and **password** to access Lawson



The image shows a login screen for Lawson software. At the top center is the "LAWSON" logo, where the letter "O" is replaced by a blue globe icon. Below the logo is a light gray rounded rectangular box containing two input fields: "User name" and "Password". Below these fields is a "Login" button. At the bottom left of the screen, it says "Copyright © 2008 Lawson Software. All rights reserved." and at the bottom right, it says "Technology 9.0.0.7.408".


- ❖ Enter your **user name** and **password** and click the Login Button
User name is NOT case sensitive
Password IS case sensitive.

- Home
- My Shortcuts
- Employee Self-Service
- Benefits
- Employment
- Life Events
- New Hire
- Pay
- Personal Information
- TRS links
- User - Multi Step Job Def
- PTSD Bookmarks
- Payroll Automation



You may have more than one tab.
For ESS, use the Employee Self Service tab.


- General
- Payroll
- Employee Self-Service
- Legacy Reporting
- Documentation

Employee Self-Service >



 Benefits


- Benefit Handbook
- Benefit Plan Descriptions
- Benefits Enrollment
- Current Benefits
- New Hire Enrollment
- Spending Accounts

Employment  



 Job Profile


- Job Profile
- Phone Book
- Policy Manual
- Work Phone

Life Events  

 Address Change


- Address Change

Org Chart  



 Org Chart


- Org Chart

Each category has a list of options to view and/or make changes in. You will need to click the small arrow on the right side of the category name.

 Payroll Links

- Direct Deposit
- Leave Balances
- Pay Checks
- Pay Rate History
- Payment Modeling
- Payroll Documents
- Payroll Links
 - Cornerstone Club
 - Houston Chronicle
- Tax Withholding
- Year to Date

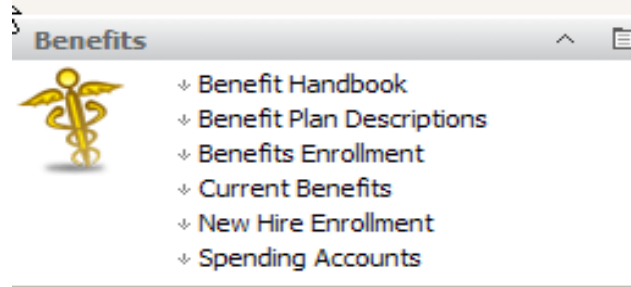
Personal Information  

 Personal Information

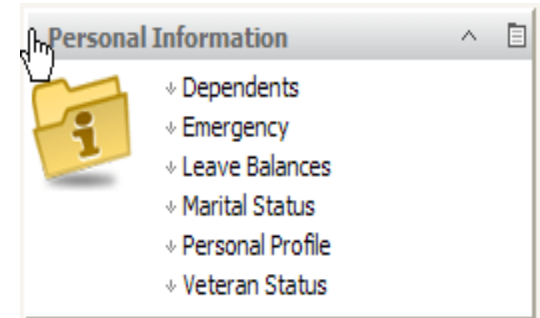
- Dependents
- Emergency
- Leave Balances
- Marital Status
- Personal Profile
- Veteran Status

Once you are on the ESS dashboard, you can access the following :

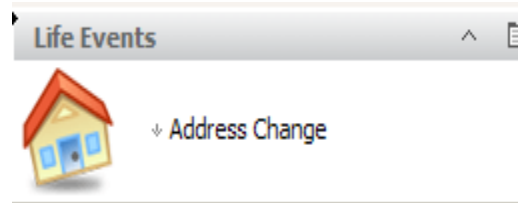
View your current [Benefits](#)



Under the [Personal Information](#) section you will be able to view your current [Leave balances](#) ; [update](#) dependent information; emergency contact; marital status;



On the [Life Events](#) section you can [change](#) your address.



The [New Hire](#) section is where all new employees complete the necessary documents for employment. **As a current employee, you will not use this section.**

Did you know....??

You can **add or remove banks** for your **direct deposit**?

You can check your leave balance and history of absences?

You can **View and Print your pay check stubs** from ESS?

You can see your pay rate history.

You can use Payment Modeling to see what your paycheck would look like with a different tax filing status or number of allowances?

You can view your **Salary Letter** or your PISD salary history (**Best Three years**)?

Set up your **Houston Chronicle** subscription?

Change your **W-4** filing status?

View and Print a Previous Year **W-2** form?

